



UNIVERSITY OF ABUJA

CENTRE FOR DISTANCE LEARNING & CONTINUING EDUCATION

www.cdlce.uniabuja.edu.ng

2016/2017 REGISTRATION GUIDELINES AND FEE SCHEDULE FOR NEW STUDENTS

The registration exercise for fresh undergraduate and returning undergraduate students, for the 2016/2017 Academic Session is within the duration of four (4) weeks. The exercise shall commence on Wednesday, **May 24, 2017** and end on **Wednesday, June 21, 2017**. Fresh students are expected to take note of the following registration procedures:

1. OFFER OF PROVISIONAL ADMISSION

All applicants whose credentials have been verified have been offered provisional admission into 100/200 Level. You are expected to access and print your Letter of Provisional Admission from the school information system.

2. LOGIN TO SCHOOL INFORMATION SYSTEM

- a. Go online to: infosys.cdlce.uniabuja.edu.ng.
- b. Log in with your *valid email* as username, and your *lastname in lowercase* as password.

3. PROFILE UPDATE

- View profile
- Change password
- Input your mobile no (disable Do Not Disturb mode to ensure you subsequently receive school sms).
- Update profile and medical records as required.

4. PRINTING OF ADMISSION LETTERS

Upon Login at infosys.cdlce.uniabuja.edu.ng, select "Admissions Menu".

- a. The Admissions pane contains a copy of your Letter of Provisional Admission, with Acceptance Letter. Click on respective admission documents to print. Valid admission will reflect the programme of study and level of entry (100 / 200L).
- b. The attached letter of acceptance should be printed, signed and dated.

5. SCHOOL FEES PAYMENT

School fees schedule for the 2016/2017 is attached. You are required to pay **all fees, acceptance fee and school fees**, in whole at the beginning of the session.

- Firstly, pay an acceptance fee of ₦10,000.00 only by:
 - a. Login to infosys.cdlce.uniabuja.edu.ng
 - b. Access “Fees Menu”.
 - c. Click on “Make Payment” button, you are taken to a page where you see payment details.
 - d. The portal enables you to pay directly online, select your card type.
 - e. Continue “Make Payment”, you are directed with your details to Payment Gateway Processor, Remita.
 - f. Complete your transaction here, you get the status report of your transaction.
 - g. “Return to Infosys”, you are taken to Transaction history page.
 - h. Click on transaction to see details.
- Secondly, pay your school fees (Management sciences - ₦74,300, Social sciences - ₦59,900) by:
 - i. Following steps 2a – 2h above
 - j. Upon payment of school fees, the process of generating your matriculation number commences.

You should receive your matriculation number on your dashboard and receipts in a period not more than 72 hours.

- k. Print three copies of each of your school fees receipt and acceptance receipt from Transaction Menu, after you have received your matriculation number.

CAUTION

Make ALL payments by yourself! Do not pay by proxy!!

100L & 200L Students are ONLY allowed to pay via this platform: (infosys.cdlce.uniabuja.ng).

The University is not eligible if you do not follow the stipulated guideline.

If you are in 100L or 200L, do not pay via any other link, except infosys.cdlce.uniabuja.ng. It is only payment via infosys.cdlce.uniabuja.ng that enables you to CDL&CE Open Distance Learning Mode – mobile learning & online courses.

6. SUBMISSION OF DOCUMENTS AND RECEIPTS

- A. Submit to the bursary unit the printed receipts of your acceptance fee and school fees, to ensure your receipts are stamped. Unstamped receipts are not valid.
- B. Submit your stamped receipt and printed letter of acceptance to Record Office of the Registry Unit at the CDL&CE.

Eligibility Criteria

All applicants who are shortlisted for the 2016/2017 admission are required to verify their credentials by bringing the originals of their certificate to the admission unit of the University of Abuja CDL&CE, Area 3, Garki on any of the week days (10.00am – 4.00pm). Verification takes place immediately. Until credentials are verified and validated, you are not offered provisional admission. Kindly proceed to verify your credentials if you have not done so.

Status

List of successfully screened applicants is available here:

www.cdlce.uniabuja.edu.ng/resources/2016_2017_screened_admission_list.pdf

If your name is not here, you may contact Records Office.

For further information, visit: cdlce.uniabuja.edu.ng.

You may also send mail to info@cdlce.uniabuja.edu.ng or call +234 (0)7056856730 or 08091800007.

UNDERGRADUATE STUDENT FEES 2016/2017

100 Level & Newly Admitted 200 Level Student	Full Payment
Acceptance Fee	₦10,000
Management Sciences	₦74,300
Social Sciences	₦59,900